

COLLECTORATE: KHORDHA

No. 675 /2020 Nizarat

Dated: 17-6-2020

QUOTATION CALL NOTICE

Sealed quotations/Tenders having valid GST Registration Certificate are invited in the prescribed format (Given in Annexure-I & Annexure-III) from interested reputed Travel Agencies/ Tour Operators or private individuals for providing following nos. of vehicles for the office of the Collector (ADM, Revenue), Khordha as details below.

Sl. No.	Type of Vehicle	Nos. of Vehicle required	Maximum hire charges per vehicle	Mileage per Litre
1	Tiago/ Bolt/ Celerio	01	Rs.20,000/-	17 (Petrol) km

The terms and conditions (Annexure-II) for official use in the office of the Collector Khordha on monthly rent basis as per the rate quoted vide Finance Department Office Memorandum No-30464/F, dt.06.09.2019 (Copy enclosed).

1. The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration by **26.06.2020** and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Pollution Certificate and proof of up to date tax payment etc. which are mandatory for plying of the vehicle.
2. The Driver of the vehicle must have a valid Driving license for driving light Transport Passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature. The mobile number of the driver so engaged by the successful bidder should be available and open all times, so that he can be informed during emergency time as and when required.
4. A sum of Rs.5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Collector, Khordha submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charges be quoted separately in the general bid information (excluding fuel and lubricants).
6. The vehicle must achieve a fuel efficiency of 17 KM per litre for Tiago/ Bolt/ Celerio.

7. The details of the make and year of manufacture of the vehicle, Registration No., mileage (Kms. Covered per litre) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/ Tender (Annexure-III).
8. The Quotation completed in all respect should reach the under signed on or before **26.06.2020 by 3.00 PM** by hand/ by registered post addressed to "Quotation/Tender for hiring of vehicle" (ADM, Revenue) O/o the Collector, Khordha and shall be opened on the same day at **3.30 PM** in presence of the bidders or their authorized representatives. No quotation will be entertained after the due date and time. Office will not responsible for any postal delay. The sealed envelope super scribed as "Quotation/Tender for hiring of vehicle". The authority has the right to cancel the Quotation without assigning any reason thereof .
9. Vehicle will be stationed inside the office/ Spl. Circuit House, Bhubaneswar. So that the same can be utilized as and when required by the authority.
10. In case of emergency, the driver will have to report for duty. No extra payment shall be demanded.
11. The application form of quotation/ tender containing general bid information and terms and conditions for hiring vehicles Etc. will be available with Nizarat Section, Collectorate, Khordha from **18.06.2020 to 26.06.2020** or the same can be downloaded from the Dist. website for submission of Quotation/Tender to this office by registered post/ hand.


Seal & Signature of
Addl. District Magistrate (Revenue),
Khordha

Memo No. **676** /2020 Dated: **17-6** /2020

Copy forwarded to NIC Officer, Khordha for information and necessary action. He is requested to publish this notice in the website in this district.


Addl. District Magistrate (Revenue),
Khordha

Memo No. **677** /2020 Dated: **17-6** /2020

Copy forwarded to the members of the Quotation/Tender committee. They are requested to remain present on the **26.06.2020 at 3.30 PM** in the chamber of ADM, Revenue, Collectorate, Khordha.


Addl. District Magistrate (Revenue),
Khordha

COLLECTORATE : KHORDHA

TERMS AND CONDITIONS FOR HIRING OF VEHICLE ON MONTHLY RENT BASIS

1. The hired vehicles, during the period of contract shall have all necessary valid M.V documents such as Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Pollution Certificate and proof of up to date tax payment receipt and Driving license of the Driver available all the times. The office hiring vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life/ injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of petrol and lubricant, which is to be paid separately basing on the actual consumption.
3. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, Gear Box and differential coolant, Tyres and Tubes, Battery etc will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
5. In case of breakdown for reason whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.
6. In case vehicle does not report regularly, the authority will be at liberty to reject the arrangement and may engage vehicle from other source.
7. The vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of petrol (as per actual) and lubricants as per the Govt. of Odisha of selected bidder will be paid in every succeeding month as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will made.
10. The vehicle shall not be more than three year of old from the initial registration and also in good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
13. If the bidder violates any of the terms of contract, authority shall forfeit the entire amount of security deposit.
14. After finalization of the Quotation/tender, the successful bidder shall furnish information in Annexure-III which will be provided separately. *(Service provider Agreement)*
15. In case No tenderer found suitable, the monthly hiring of vehicles will be as per the Finance Department Circular.
16. Service Tax/GSTN would be reimbursed over and above the hire charges.
17. The agency should be registered under appropriate laws/acts of Govt. for providing Vehicles on hiring.
18. The vehicle should be at disposal of undersigned both in working and holidays

Addl. District Magistrate (Revenue),
Khordha

GENERAL INFORMATION FOR HIRING VEHICLES.

1. Registration No. of Vehicle :
2. Type of Vehicle (AC/Non-AC) :
3. Year of Manufacture :
4. Model :
5. Date of registration :
6. Name & complete address of the Owner of Vehicle. :
7. Fitness Certificate validity :
8. Permit validity :
9. Insurance validity :
10. Name / Address of the Driver :
11. D.L. No. & Validity of the D.L. of the Driver :
12. a) Proposed hire charges of the vehicle per month excluding fuel cost. :
13. Rate of fuel consumption/Mileage per litre :
14. Contact Number of the Service provider :
(Tenderer/Quotationer) Mobile..... Telephone.....

"Certified that the information submitted above is true to the best of my knowledge and belief".

Seal & Signature of the
Quotationer / Tenderer

TENDERER'S PROFILE

1.	Name of the Proprietor / Partner/ Owner (In capital letters)	
2	Details of address (Registered Office and Operating Branch/ Residence)	
		Office:- Residence:- Mobile No:- Fax No:- e-mail I.D.:-
3	Details of amount of Earnest Money Deposit:	Rs.5000/- D.D/ B.C No. _____ Dt. _____ Dawn on Bank _____
4	Service Tax/ GSTN Registration No. (Photo copy must be attached)	
5	Income Tax Account No./ Pan/ GIR No.	
6	Details of past experience of similar nature of work at least for three years.	

DECLARATION

- 1) I Son/ Daughter/ Wife of Shri
..... Proprietor / Partner/ Director/
authorized signatory of the service Provider mentioned above and competent to sign this
declaration and execute this tender documents.
- 2) I have carefully read and understood al the terms and conditions of the tender and
undertake to abide by them.
- 3) The information / documents furnished along^a with the above application are true and
authentic to the best of my knowledge and belief. I/ we/ am/ are well aware of the fact
that furnishing of any false information/ fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized person
Full Name:
Seal: